

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **ECONOMIC DEVELOPER**

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Jurisdictional Class: **Non-Competitive - policy influencing/confidential**

Date Adopted: **March 20, 2001**

Date Revised:

Jurisdictions: **County**

Union Status: **Exempt**

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**DISTINGUISHING FEATURES OF THE CLASS:** An Economic Developer develops and administers a program to expand business, industry and the economy; attracts and assists new business, industry and investment; and improves employment opportunities in Schoharie County. The incumbent deals with very sensitive and critical issues and must have the full confidence and trust of the Board and is personally accountable to the Board for his/her actions. The work is performed in close consultation with a committee of the board and the Planning Department, however wide leeway is allowed in the exercise of independent judgment. Supervises assigned staff; does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only):

Collects, tabulates and analyzes business, industrial, economic, fiscal, market, real estate, demographic, infrastructure and other statistical and narrative data;

Plans and conducts studies and surveys;

Designs, researches and writes specialized reports and plans;

Prepares and reviews economic development projects, project cost estimates and project options;

Meets with local, state and federal agencies and the private sector to coordinate economic development planning, programs and activities;

Provides communities and the private sector with a variety of data, information, reports and assistance;

Assists communities and the private sector in organizing and conducting economic development projects and programs;

Assists communities and the private sector in obtaining government and other funds and using government development services and programs;

Works cooperatively with the Director of Planning on relevant issues;

May administer project funds;

Maintains a variety of records and prepares and delivers a variety of reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES and PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the economic and development needs of Schoharie County; thorough knowledge of research methods and the use of statistics and other raw data; thorough knowledge of economic, development and grant programs; ability to conduct studies and surveys; ability to understand and analyze statistical data and financial statements; ability to organize material and prepare reports; ability to plan, execute, evaluate and revise projects; ability to use a personal computer; ability to develop and maintain effective working relationships with others; ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; resourcefulness, initiative and sound judgment.

Last Reviewed: n/a

Last Updated: n/a

Reviewed By: n/a

Last Reallocated: n/a

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### **MINIMUM QUALIFICATIONS:**

- (A) Master's degree from a regionally accredited college or university in planning, business, finance, banking and/or economics and one (1) year of experience in a program to attract, expand and develop business and industry, **OR**
- (B) Bachelor's degree from a regionally accredited four-year college or university in planning, business, finance, banking and/or economics and two (2) years of experience preparing and executing programs to attract, expand and develop business and industry, **OR**
- (C) Associate degree from an accredited college and five (5) years of experience preparing and executing programs to attract, expand and develop business and industry, at least one (1) year of which includes supervision of an economic development unit and subordinate personnel, **OR**
- (D) An equivalent combination of education and experience as defined by the limits of (A) through (C) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

**SPECIAL REQUIREMENT:** This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.